

Message: Re: A2A Attachments**✉ Re: A2A Attachments**

From Megan Lengerman **Date** Tuesday, February 28, 2017 8:36 AM
To Benne, Joy;Kraft, Emily
Cc
Journal Recipients Joy.E.Benne@dss.mo.gov

Hi Joy!

So, if you look at the QER, it looks like someone inserted comments into each section to provide guidance. It looks as though they are asking us to put our Case Management costs under the "Direct Administrative Costs" section, where it asks for salaries, benefits, travel, office rent, utilities, etc. Can you just confirm that that box is where our Case Management costs go and not under Participant Costs? It would appear by the formula within the spreadsheet that the 10% Admin is only calculated off of the Direct Administrative Costs that we provide and does not include 10% of the Participant Costs that are "pass through".

**Thanks!
Megan**

Megan Lengerman, MA
Intake and Contracts Manager
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From: "Benne, Joy" <Joy.E.Benne@dss.mo.gov>
Date: Tuesday, February 28, 2017 at 8:30 AM
To: Megan Lengerman <megan.lengerman@nursesfornewborns.org>, "Kraft, Emily" <Emily.Kraft@oa.mo.gov>
Subject: RE: A2A Attachments

Good Morning Megan,
In your question below please clarify what you mean by "CM" and "...and such".
Thanks.

Joy E Benne

Missouri Department of Social Services
Division of Finance & Administrative Services
Phone: (573) 751-7027
Fax: 573-751-2542

Email: Joy.E.Benne@dss.mo.gov

From: Megan Lengerman [<mailto:megan.lengerman@nursesfornewborns.org>]
Sent: Monday, February 27, 2017 1:20 PM
To: Benne, Joy; Kraft, Emily
Subject: Re: A2A Attachments

Hi Joy!

Thanks for getting back to me so quickly. I unfortunately have another question after reading the "comments/notes" saved into the QER. It states that the CM salaries and such should be put in the box labeled "Direct Administrative Costs". Can you just verify this for me?

Thanks!
Megan

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From: "Benne, Joy" <Joy.E.Benne@dss.mo.gov>
Date: Thursday, February 23, 2017 at 5:06 PM
To: "Kraft, Emily" <Emily.Kraft@oa.mo.gov>, Megan Lengerman
<megan.lengerman@nursesfornewborns.org>
Subject: RE: A2A Attachments

Hi Megan,
See my responses below....

Joy E Benne
Missouri Department of Social Services
Division of Finance & Administrative Services
Phone: (573) 751-7027
Fax: 573-751-2542
Email: Joy.E.Benne@dss.mo.gov

From: Kraft, Emily
Sent: Thursday, February 23, 2017 4:07 PM
To: 'Megan Lengerman'; Benne, Joy
Subject: RE: A2A Attachments

Hi Megan – While I will have to defer to Joy on a lot of this, I am able to shed some light on #2 – Just as in years past, your award amount already includes your admin costs. The difference here is how

you calculate your admin costs.

From: Megan Lengerman [<mailto:megan.lengerman@nursesfornewborns.org>]

Sent: Thursday, February 23, 2017 3:55 PM

To: Benne, Joy

Cc: Kraft, Emily

Subject: Re: A2A Attachments

Hi Joy!

I just wanted to follow-up on our conversation earlier and I've also cc'd Emily on this email so that we are all on the same page.

1. We talked about an approved budget for the RFP, but it sounded like you were saying we only submitted a cost estimate. Is this correct? **The amount that was submitted in the proposal and subsequently awarded is your budget. I will refer you to your Notice of Award page that specifies the budget amounts for the specific contract periods.** And if so, do we need to submit a budget that reflects the "Direct Administrative Costs" Box on the QER? **No, you do not need to submit a budget breakdown showing what your admin costs are. The admin costs for your organization should have been built into the amount awarded. You will need to show the specific expenditures of everything on the quarterly report, which must match the monthly invoices.** That is to say, what we plan on billing within that box, does it need to be pre-approved?**No, it does not need to be pre-approved.**
2. Can you clarify, as we discussed, whether the 10% admin is on *top of* 26,513.08 monthly allocation or if it is meant to be included in that amount?**After further review after our phone conversation, your 10% admin fee should be included in the \$26,513.08. The admin fee is not an additional amount of funding your organization will receive.**
3. For the case management services we provide, which is direct client services, are we billing them under "Participant Services" so that we are reimbursed our true cost (based on a unit rate to be approved by DSS, I'm assuming) or do we include this time under Administrative which would mean we are only being reimbursed for 10% of that cost? **You will report the case management services under "Participant Services" on the Quarterly Expenditure Report. The unit rate does not need to be approved by DSS as that should have been included in the awarded amount.**

Please let me know if this does not make sense!! I know you probably won't be able to get back to me until your supervisor returns next week, but I wanted to make sure I had put everything into writing.

Thank you for all your help today!!

Thanks!

Megan

Megan Lengerman, MA

Intake and Contracts Manager

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From: "Benne, Joy" <Joy.E.Benne@dss.mo.gov>
Date: Thursday, February 23, 2017 at 2:57 PM
To: Megan Lengerman <megan.lengerman@nursesfornewborns.org>
Subject: A2A Attachments

As requested...

Joy E Benne

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